

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105780

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20073315

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Document Delivery Technician Supervisor
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005596 Management Analyst Supervisor 1

Permanent
 Classified
 Overtime: Eligible
 Exempt
 Bargaining Unit 22
 Temporary
 Unclassified
 Intermittent
 Essential
 If FLSA Exempt, exemption type:
 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:30 a.m. TO: 5:30 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Directs & coordinates preparation & processing of more than one million pieces of negotiable instruments & other documents [e.g., Public Assistance (PA) & Temporary Assistance to Needy Families (TANF) warrants, medical identification cards & CRIS-E client notices] & bulk materials in Large Mailing Operation (LMO) using intelligent mailing systems (i.e., Bell Howell series 6000, MailStar, Bowe, &/or Royale); integrates networked production & mailing to assure integrity of document through processing cycle; supervises document delivery technicians; develops, promulgates & enforces unit policies & procedures (e.g., monitors processing for accuracy & timeliness; issues memos to clarify/update procedures; recommends awards for outstanding performance; imposes or recommends disciplinary action); develops, implements & monitors production schedules; schedules & distributes workload; ensures work is accurately completed (e.g., trains employees in pre-sorting & preparing mass mailings for release to post office); ensures by monitoring production & authorizing overtime that state/federal mandated deadlines are met to prevent federal sanctions &/or loss of funding; develops procedures to improve production & establishes quality control standards; maintains daily production records; ensures unit operations are in compliance with OSHA & related safety standards & practices (e.g., implements corrective action plans resulting from OSHA or other safety inspections; requisitions facilities cleaning, repair, maintenance & lighting; conducts informal safety inspections between formal OSHA inspections).	Knowledge of (1) DAS, State Printing, government, U. S. Postal & commercial courier rules, regulations, policies & procedures; (2) production processes; (3) employee training & development*; (4) OSHA & related safety standards & practices; (5) supervisory principles/techniques*; (6) office practices & procedures*. Skill in (7) operation of mailing handling equipment (e.g., intelligent mailing systems, inserters, burster, folder, scale, postage meter); (8) operation of personal computer or microcomputer; (9) calculator &/or adding machine. Ability to (10) deal with problems involving several variables within familiar context; (11) interpret & explain moderately complex technical instructions & specifications concerning proper use of mail handling equipment in order to direct assigned staff; (12) meet state/federal imposed deadlines; (13) gather collate & classify information about data, people or things; (14) write concise & accurate reports; (15) move fingers easily to perform manual functions repeatedly; (16) assess questions to provide appropriate information or referral; (17) lift up to 70 lbs.; (18) obtain & maintain valid drivers license. *developed after employment.

JOB CODE TITLE
Document Delivery Technician Supervisor

JOB CODE
12725

List Position Numbers & Job Titles of Positions Directly Supervised:
 20073323 Document Delivery Technician
 20073324 Document Delivery Technician
 20073326 Document Delivery Technician
 20073327 Document Delivery Technician
 20073328 Document Delivery Technician
 20073329 Document Delivery Technician
 20073330 Document Delivery Technician

SIGNATURE OF AGENCY REPRESENTATIVE

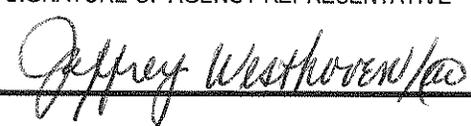
DATE

Jeffrey Westhoven

6/4/09

apl 7-9-09 al

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105780
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073315	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input checked="" type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Document Delivery Technician Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005596 Management Analyst Supervisor 1	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:30 a.m. TO: 5:30 p.m. Report in location subject to change			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
45	Assists document delivery technicians in operation of mail handling equipment (e.g., intelligent mailing system, inserter, burster, folder, scale, postage meter, & letter opener) & preparation of documents for mailing & processing (e.g., receives & logs Medicaid program provider warrants/statements & matches & prepares for mailing; maintains agency records on held or returned PA warrants; oversees manual hand pulls from PA & Medicaid runs); researches & provides assistance to counties & district offices concerning disposition of held &/or undelivered warrants & medical cards & on non-receipt materials; maintains storage & security of bulk food stamps for emergency transfer to county issuance points; assists counties with transfers of emergency food stamps (e.g., interprets & provides instructions on procedures; makes arrangements for deliveries); ensures security (e.g., locked storage, limited access, monitored storage & inventory) of negotiable supplies & follows proper procedures in releasing negotiable supplies to clients; maintains records on food stamps received & transferred; reviews all food stamp requisitions for completeness & accuracy before submitting to United States Department of Agriculture.		Knowledge of 1, 2, 3*, 4, 5*, 6*. Skill in 7, 8, 9. Ability to 10, 11, 12, 13, 14, 15, 16	
10	Performs other miscellance related duties (e.g., attends staff meetings & training sessions; routes correspondence; prepares attendance records; maintains records & logs; keeps current on postal regulations; gathers statistics for monthly reports & prepares reports; responds to telephone &/or written inquiries; authorizes supply requisitions & equipment repairs).		Knowledge of 1, 2, 3*, 4, 5*, 6* Skill in 7, 8, 9. Ability to 10, 11, 12, 13, 14, 15, 16	
		This position is overtime exempt.	* developed after employment	
JOB CODE TITLE Document Delivery Technician Supervisor	List Position Numbers & Job Titles of Positions Directly Supervised: 20073323 Document Delivery Technician 20073324 Document Delivery Technician 20073326 Document Delivery Technician 20073327 Document Delivery Technician 20073328 Document Delivery Technician 20073329 Document Delivery Technician 20073330 Document Delivery Technician		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 6/4/09	
JOB CODE 12725				

add 7-9-09 al